

**SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**  
**POSTING NOTICE FOR A COMPETITIVE EXAMINATION**  
**CHIEF OF FIRE COMMUNICATIONS**

A written examination will be given within the **next ninety (90)** days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **Chief of Fire Communications** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Fire and Police Civil Service Board.

Application forms may be obtained from but must be returned to: Carol Bradley, Shreveport Municipal Fire and Police Civil Service Board Secretary located 7300 Mansfield, Shreveport, Louisiana, 71108. Office phone: 318-673-6719, Fax Line: 629-1986.

Completed applications and the required attachments must be received in the Civil Service Office listed above by: **MONDAY, APRIL 25, 2011/MIDNIGHT.** Approved applicants will be notified of the exact date, time and place of the examination at least five days prior to the examination date.

**NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBERS, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.**

**QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION**

Unless otherwise stated, all requirements must be met before admission to examination. Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position. Must have high school diploma or a valid certificate of equivalency issued by a state department of education. Must have a minimum of six (6) years of experience in operating fire department communications equipment in the fire communications office of a paid fire department. Must be at least twenty-seven (27) years of age at time of appointment. After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

**COPIES of the following **MUST BE ATTACHED** to your application for it to be considered:**

- a. Birth Certificate or Proof of citizenship if not born in the United States.
- b. High School Diploma or GED equivalency certificate.
- c. Verification of a minimum of six (6) years of experience in operating fire department communications equipment in the fire communications office of a paid fire department.

**Carol Bradley**

Secretary, Fire and Police Civil Service Board

**Captain Ronald C. Mulford**

Chairman, Fire and Police Civil Service Board

**Post from March 22, 2011 to April 25, 2011**

**DO NOT REMOVE BY ORDER OF**  
**THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

***THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER***

**SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**  
**POSTING NOTICE FOR A COMPETITIVE EXAMINATION**  
**ASSISTANT CHIEF OF FIRE COMMUNICATIONS OFFICER**

A written examination will be given within the **next ninety (90)** days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **Assistant Chief of Fire Communications** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Fire and Police Civil Service Board.

Application forms may be obtained from but must be returned to: Carol Bradley, Shreveport Municipal Fire and Police Civil Service Board Secretary located 7300 Mansfield, Shreveport, Louisiana, 71108. Office phone: 318-673-6719, Fax Line: 629-1986.

Completed applications and the required attachments must be received in the Civil Service office listed above by: **MONDAY, APRIL 25, 2011/MIDNIGHT.** Approved applicants will be notified of the exact date, time and place of the examination at least five days prior to the examination date.

**NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBERS, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.**

**QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION**

Unless otherwise specified, all requirements listed below must be met by the filing dead must be met by the filing deadline for application for admission to the text. Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation. Must have a minimum of five (5) years of experience in operating fire department communications equipment in the fire communications office of a paid fire department. During working test period and prior to confirmation, must successfully complete each of the following Association of Public Safety Communications Official's courses: 40-hour Basic Telecommunicator, 40-hour Emergency Medical Dispatcher Course, 40-hour Communications Supervisor Course, Effective Supervisory Practices Course.

**COPIES of the following MUST BE ATTACHED to your application for it to be considered:**

- a. Birth Certificate or Proof of citizenship if not born in the United States.
- b. Verification of a minimum of five (5) years of experience in operating fire department communications equipment in the fire communications office of a paid fire department.

**Carol Bradley**

Secretary, Fire and Police Civil Service Board

**Captain Ronald C. Mulford**

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**THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING NOTICE FOR A COMPETITIVE CIVIL SERVICE EXAMINATION  
SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD  
FIRE COMMUNICATIONS OFFICER II**

A written examination will be given within the **ninety (90) days**, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **Fire Communications Officer II** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Civil Service Board.

Application forms may be obtained from but must be returned to: Carol Bradley, Shreveport Municipal Fire and Police Civil Service Board Secretary located 7300 Mansfield, Shreveport, Louisiana, 71108. Office phone: 318-673-6719, Fax Line: 629-1986.

Completed applications and the required attachments must be received in the Civil Service office listed above by: **MONDAY, APRIL 25, 2011/MIDNIGHT.** Approved applicants will be notified of the exact date, time and place of the examination at least five days prior to the examination date.

**NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBERS, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.**

**QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION**

Unless otherwise stated, all requirements must be met before admission to the examination. Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position. Must have a high school diploma or a valid certificate of equivalency issued by a state department of education. Must have a minimum of three (3) years of experience in operating fire communications equipment in the fire communications office of a paid fire department. Must be at least twenty-four (24) years of age on the date of appointment. After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

**Copies of the following **MUST BE ATTACHED** to your application for it to be considered:**

- a. Birth Certificate or Proof of Citizenship if not born in United States.
- b. High School Diploma or GED equivalency certificate.
- c. Must show proof of at least (3) years experience in operating fire communications equipment in fire communications office of a paid fire department.

**Carol Bradley**

Secretary, Fire and Police Civil Service Board

**Captain Ronald C. Mulford**

Chairman, Fire and Police Civil Service Board

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# SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD POSTING NOTICE FOR A COMPETITIVE EXAMINATION

## FIRE TRAINING OFFICER

A written examination will be given within the next ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **Fire Training Officer** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Civil Service Board.

Application forms may be obtained from but must be returned to: Carol Bradley, Shreveport Municipal Fire and Police Civil Service Board Secretary at 7300 Mansfield Road, Shreveport, Louisiana, 71108, Office phone: 318-673-6719, Fax Line: 318-629-1986.

Completed applications and the required attachments must be received in the Civil Service Office listed above by: **MONDAY, APRIL 25, 2011/MIDNIGHT.** Approved applicants will be notified of the exact date, time and place of the examination at least five days prior to the examination date.

**NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBERS, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.**

### **QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a Citizen of the United States, and passing a civil service examination for the position. Must be not less than twenty-one (21) years of age. Must have a high school diploma or a valid certificate of equivalency issued by a state department of education. Must have at least (3) years experience as a firefighter in a paid fire department. Must possess and maintain State of Louisiana certification as an Emergency Medical Technician (basic or higher level of certification.)

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

**Copies** of the following **MUST BE ATTACHED** to your application for it to be considered:

- a. Birth Certificate or Proof of Citizenship, if not born in the United States.
- b. High School or GED equivalency certificate.
- c. State of Louisiana certification as an Emergency Medical Technician (Basic or higher level of certification.)
- d. Verification at least (3) years experience as a firefighter in a paid fire department

Carol Bradley

Secretary, Fire and Police Civil Service Board

Captain Ronald C. Mulford

Chairman, Fire and Police Civil Service Board

**PLEASE POST AT ALL FIRE STATIONS AND PLACE IN DOCUMENT BOOKS**

POST THIS NOTICE FROM MARCH 22, 2011 TO APRIL 25, 2011

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**SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**  
**POSTING NOTICE FOR A COMPETITIVE EXAMINATION**  
**EMERGENCY MEDICAL SERVICES OFFICER EXAMINATION**

A written examination will be given within the next **ninety (90) days**, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **Emergency Medical Services Officer** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Civil Service Board.

Application forms may be obtained from and returned to: Carol Bradley, Shreveport Municipal Fire and Police Civil Service Board Secretary at 7300 Mansfield Rd., Shreveport, Louisiana, 71108, Office phone: 318-673-6719, Fax Line: 318-629-1986.

Completed applications and the required attachments must be received in the Civil Service Office listed above by: **MONDAY, APRIL 25, 2011/MIDNIGHT.** Approved applicants will be notified of the exact date, time and place of the examination at least five days prior to the examination date.

**NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBERS, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.**

**QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination. Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a Citizen of the United States and of legal age. After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation. Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation. Must possess State of Louisiana certification as an Emergency Medical Technician-Paramedic. Must possess a valid driver's license. Must not be less than twenty-one (21) years of age.

**COPIES of the following MUST BE ATTACHED to your application for it to be considered:**

- a. Birth Certificate or Proof of citizenship if not born in the United States.
- c. State of Louisiana certification as an Emergency Medical Technician-Paramedic.
- d. Valid Driver's License.
- e. High School Diploma or proof of education as list above

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**EMERGENCY VEHICLE TECHNICIAN**

A written examination will be given within the next **ninety (90) days**, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **Emergency Vehicle Technician** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Civil Service Board.

Application forms may be obtained from and returned to: Carol Bradley, Shreveport Municipal Fire and Police Civil Service Board Secretary at 7300 Mansfield Rd., Shreveport, Louisiana, 71108, Office phone: 318-673-6719, Fax Line: 318-629-1986.

Completed applications and the required attachments must be received in the Civil Service Office listed above by: **MONDAY, APRIL 25, 2011/MIDNIGHT.** Approved applicants will be notified of the exact date, time and place of the examination at least five days prior to the examination date.

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**QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Applicants must: Upon initial employment an applicant must be at least 21 years of age. Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States. Have satisfactorily completed high school or possess an equivalent certificate as certified by an accredited state institution of education. Have two years at the journeyman level repairing automotive equipment and pumps. After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

**Copies of the following MUST BE ATTACHED to your application for it to be considered:**

- a. Birth certificate or Proof of Citizenship, if not born in United States.
- b. High school Diploma or GED equivalency certificate.
- c. Verification two years at the journeyman level repairing automotive equipment and pumps.

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